

# Comparisons of Job Characteristics

**Focus Occupation:** [First-Line Supervisors of Office and Administrative Support Workers \(43-1011\)](#)

**Associated Occupation:** [Administrative Services Managers \(11-3011\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 89

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Administrative Services Managers (11-3011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.0	12.7	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	17.5	16.7	0	Current knowledge level may be sufficient
Administration and Management	8.4	13.5	14.6	0	Current knowledge level may be sufficient
Personnel and Human Resources	5.6	12.7	10.6	<	Expanded education and/or training may be required
Economics and Accounting	4.4	12.3	9.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 97

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Administrative Services Managers (11-3011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Coordination	9.1	12.2	13.3	0	Current skill level may be sufficient
Time Management	8.9	11.5	12.5	0	Current skill level may be sufficient
Negotiation	6.8	10.6	11.9	>	Skill level is likely sufficient
Management of Personnel Resources	6.9	10.5	12.3	>	Skill level is likely sufficient
Management of Material Resources	3.7	7.3	6.2	<	A higher skill level may be required

Management of Financial Resources	3.3	6.9	6.4	0	Current skill level may be sufficient
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The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 97

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**

**Associated Occupation: Administrative Services Managers (11-3011)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.6	14.4	0	Current ability level may be sufficient
Written Comprehension	11.0	13.3	12.2	0	Current ability level may be sufficient
Written Expression	9.8	13.3	12.3	0	Current ability level may be sufficient
Speech Recognition	9.9	10.8	12.5	>	Current ability level is likely sufficient
Time Sharing	6.6	7.4	7.7	0	Current ability level may be sufficient
Memorization	5.6	6.4	7.2	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 93

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**

**Associated Occupation: Administrative Services Managers (11-3011)**

Work Activities	Exclusivity of Activity
Analyze operational or management reports or records	62
Analyze organizational operating practices or procedures	70
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Consult with managerial or supervisory personnel	60
Delegate appropriate administrative support activities	99
Direct and coordinate activities of workers or staff	3
Document provision of administrative services	92
Evaluate office operations	95
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Maintain administrative services procedures manual	85
Maintain inventory of office equipment or furniture	82
Maintain records, reports, or files	5
Modify work procedures or processes to meet deadlines	80
Order or purchase supplies, materials, or equipment	35
Oversee work progress to verify safety or conformance to standards	49

Prepare financial reports	67
Prepare reports	8
Purchase office equipment or furniture	89
Schedule employee work hours	60
Write administrative procedures services manual	82

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

**Similarity of Focus  
Occupation to Associated  
Occupation: 88**

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Administrative Services Managers (11-3011)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.